

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

Supplement to the MAA Design Standards Manual 2014

Design Standard #DST 2014-05

Specifications Item X-3, MAINTENANCE, REPAIR AND OPERATING ITEMS (MROI)

ITEM X-3 –MAINTENANCE, REPAIR AND OPERATING ITEMS (MROI)

PART 1- GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings, General Provisions, Special Provisions of the Contract, including Interim Standard Provisions Addendum and Technical Specification sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing Maintenance, Repair and Operating Items (MROI).

1.3 DEFINITIONS

- A. MROI is an amount, incorporated in the Contract as excess construction materials or equipment, held to allow for future maintenance, repairs and operations. MROI may also be referred to as “attic supplies” or “attic stock.”

1.4 PROCEDURES

- A. List of MROI: A schedule of the required MROI for this contract, entitled “MROI List,” is included at end of this Section. Specification sections or plan notes referenced in the schedule contain requirements for materials described that must be purchased or salvaged for MROI. If during construction the Contractor generates additional surplus materials to be turned over to the MAA, the Contractor shall add those materials to the “MROI List.”

The designer is required to fill out the Table entitled “MROI List” and include it at the end of this Section. The designer shall include blank lines at the bottom of the list for additional MROI generated during construction. The designer shall complete the columns for the specification section, material/product/description, quantity and units. A specific quantity and measurable unit is required which corresponds to the justification provided in the Design Report. A percentage of materials is not acceptable.

- B. MROI Record of Delivery: The Contractor shall complete one "MROI Record of Delivery" form for each MROI to be delivered to MAA. A blank "MROI Record of Delivery" form can be found at the end of this Section. Completed "MROI Record of Delivery" forms shall be submitted to the Resident Engineer. The Contractor may attach internal delivery tickets, transmittals, etc. to the forms.
- C. The Resident Engineer shall contact the MAA staff member who will be responsible for installing the MROI to its final location, and obtain their signature in the "MAA Location Contact for Installation" section of the "MROI Record of Delivery" form.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 DELIVERY

- A. The Resident Engineer shall fax or email the completed "MROI Record of Delivery" forms to the MAA Office of Procurement, Purchasing and Materials Management (PMM) Chief. The Resident Engineer shall request a delivery date from the PMM Chief at the time of "MROI Record of Delivery" form submittal. If a portion of the form is incomplete or unclear, PMM may decline to set a delivery date until additional information is provided.
- B. When a delivery date is set, the Resident Engineer will direct the Contractor to deliver the materials. All materials shall be delivered to the MAA Warehouse in the MAC Building, located at 7005 Aviation Blvd., Glen Burnie, MD 21061, unless specified otherwise.
- C. The Resident Engineer must be present when the materials are delivered. If everything is found to be in order, the Resident Engineer and PMM Chief or designated representative will sign and date each "MROI Record of Delivery" form. If anything is found to not be in order, the Resident Engineer will not sign the form for that material. The Resident Engineer will make a copy of each signed and dated form, place a copy in the contract files, and email a copy to the MAA Division of Construction, Manager.

3.2 EXAMINATION

- A. The Contractor shall examine products purchased under an MROI promptly on delivery for damage or defects. Replace damaged or defective products.

PART 4 –MEASUREMENT

4.1 METHOD OF MEASUREMENT

- A. No separate measurement will be made for work under this Section.

PART 5 –PAYMENT

5.1 BASIS OF PAYMENT

- A. No separate payment will be made for work under this Section. The cost of the work described in this section shall be included in the individual referenced Specification sections.

5.2 RELEASE OF FINAL PAYMENT

- A. Release of Final Payment and Contract Close-Out will not occur until Contractor completes administrative and procedural requirements outlined in this Section.

END OF ITEM X-3

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Maintenance, Repair and Operating Items List					
Construction Contract Number					
Construction Task Number (If Applicable)					
Construction Contract Title					
Design Task Number					
Design Task/Subtask Title					
Airport					
Date					
MROI LIST	Serial Number	Specification Section	Material/Product and Description	Quantity	Units

- Notes:
1. This form is to be completed by the consultant as an identical list to the items approved on the "MROI Approval" form. The completed form is to be inserted in the contract Technical Specifications, Item X-3.

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Maintenance, Repair and Operating Items Record of Delivery			
Construction Contract Number			
Construction Contract Title			
Contractor Name			
Airport			
Date			
MROI Information	Description of material <small>(if known, include the name of product, manufacturer, product line, part number, model, color or other detailed description)</small>		
	Type of material <small>(for example: spare part, surplus material, salvaged material, supply, or other)</small>		
	Required by <small>(for example: specification section, note on plans, DCL, RFI, AWO, or other contract reference)</small>		
	Quantity Delivered <small>(for example: number of items, number of boxes and number of items per box, linear feet, square feet, gallons)</small>	Delivered: Specified: Explanation of difference:	
	Price <small>(for example: invoice, vendor's quote, manufacturer's suggested retail, or other price)</small>	Unit price: Total Value:	
	Location where materials would be installed <small>(for example: airfield, passenger boarding bridge, restroom, Daily Garage, etc.)</small>		
MAA Representatives (For MAA use only)	OFFICE	SIGNATURE	DATE
	MAA Contact for Installation	Signature:	
		Printed Name:	
	Received by the Resident Engineer	Signature:	
		Printed Name:	
	Received by MAA	Signature:	
Printed Name:			

Notes:

- One form to be completed by the Contractor for each material to be delivered to the MAA. Completed forms will be submitted to the Resident Engineer.